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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 07-7, Update To Processing The NOAC 903, Chg In Non CPDF Data Element, Authority Code MIL, In The Entry, Processing, Inquiry, And Correction System (EPIC)

Date: March 28, 2007

To: Holders of the Payroll/Personnel Manual
Agency Timekeepers
Agency Personnel Offices

This bulletin is being issued to provide additional information for processing the 22-day offset military leave under Title 5, Section 6323(b) or the DC parade and encampment military leave under Title 5, Section 6323(c) in the Entry, Processing, Inquiry, And Correction System (EPIC).

In order for an employee to use either of the above leave types, the agency must process Nature of Action Code 903, Chg In Non CPDF Data Element, with an authority of MIL to enter the calculated hourly rate for the military wages paid to cover that same pay period. The Salary Share Amount field is a 7-position field used to enter this offset amount. This amount is entered as an hourly salary rate. Please note that when entering this amount, EPIC users **must** enter leading zeros before the intended dollar amount. An example of this would be entering the amount \$5.71 per hour as 0000571.

For additional information on the 22-day offset military leave, see Title I, Bulletin 05-12, Changes To Processing Procedures For 22-Day Military Leave, dated July 7, 2005. For additional information on DC parade and encampment military leave, see Title I, Bulletin 07-5, Changes To Military Leave.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about EPIC to the Payroll/Personnel Call Center at **504-255-4630**.

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